



**DEPARTMENT OF DEFENSE
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799**

Date: _____

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE - DAYTON
ATTENTION: MS. CAROL MOSS, DFAS-DAYTON/AIYV

THROUGH: MR. JAMES WOLFF, FINANCIAL SERVICES OFFICER, USUHS-FMG/FSO

SUBJECT: Request for Transfer of Expenses

1. Please transfer \$_____ of expenses which have been charged against
AREA/ORGN _____ (budget period end-date: _____) but which are
properly related and chargeable to AREA/ORGN _____ (budget period end-
date: _____).

2. The reason for this transfer is:

[Provide adequate justification & documentation of the requested transfer. If the budget period of
either AREA/ORGN has expired please explain why this transaction was not processed in a timely fashion.]

3. If you need any additional information please call:

_____ at 295- _____.

Signature, Typed Name, and
Title of Manager of Area/Orgn
Being Relieved of Expense

Signature, Typed Name, and Title
of Manager of Area/Orgn
Being Charged